



November 27, 2023

James Matteson
Kevan Bryan
Yellowstone County
217 N. 27th St.
Billings, MT 59101

RE: Professional Services Fee Proposal
Yellowstone County Detention Facility
Temporary Misdemeanor Pre-Arrestment Facility & Long Range Needs Assessment

Dear James & Kevan,

We are pleased to make this proposal for Architectural & Engineering services. We have reviewed and discussed the scope document you provided and have outlined below our understanding of required services.

Our Scope of Services will address the following as per the initial meeting on 11/21/2023:

1. The proposal from the City.
 - a. Could a **temporary or transition facility** fit on our current property **WITHOUT** compromising our options for a large expansion, pending approval by the voters in 2024?
 - b. If so, **SFA to outline** how it could it be connected to **security/staffing, utility** services? **SFA to outline** estimated costs/challenges?
 - c. Can something be built affordably that will comply with Fed/State requirements, relating to security, etc.? Is it even a practical concept as proposed?
 - d. Could it (or something similar) be built with an eye to attach it to a larger, extended expansion, or is that simply not realistic?
 - e. What is a reasonable range of cost - including connecting to services and meeting legal requirements. **If SFA determines that the project is feasible, we will provide this information.**
 - f. Bed count for temporary pre-arrestment space is requested to be 26-40.
 - g. **Determine if** we utilize the temporary arrestment space for any future space once larger detention expansion is built? **Determine if** it could this be medical space?
 - h. This space will have indirect supervision (cameras). This will be a 72 hour hold and will not be provided with a rec area unless required.
 - i. **The Study recommendations for Part 1 will be completed by December 15, 2023 with interim review and work session as needed.**
2. Concurrent to this review, **SFA will develop preliminary** estimates for a major expansion. Again, within a reasonable range of cost since time is very much of the essence here.

- a. Assuming medium to maximum security space and assuming we can build anything on that lot within a range of options - single story, two story, etc. we would like some "cost per cot" or other summary that would give us some idea of cost for a 200, 400 and 600 bed expansion.
- b. At each of these levels **SFA will advise** if one of them would trigger a need to expand water, sewer, etc. and if our laundry and kitchen space can accommodate the increases.
- c. **SFA will advise** if it is possible to consider (on the longer end of expansion) some concept as to shell construction of space for future development vs. building it all out now? **We will provide a cost analysis regarding any** benefit to provide for future development of space, if the need arises down the road without expending the resources to fully develop and complete construction on beds not needed for another 10 years.
- d. **The study recommendations for Part 2 will be completed by January 11, 2024 with interim review and work sessions as needed.**

We propose that our total compensation for this Preliminary Needs Assessment shall be on an hourly basis not to exceed \$42,700. Rates and expenses will be billed according to our standard fee schedule (attached). Services will be invoiced monthly for work completed to date. Payments are due upon receipt and payable within 15 days.

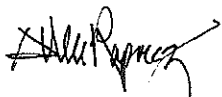
If the above is to your satisfaction and agreement, please sign one copy of this Proposal and return it to our office. This proposal is valid for a period of 30 days of the letter date, unless extended by both parties.

Thank you for the opportunity to make this Proposal to you. We would be happy to answer any questions or provide additional information should you require it.

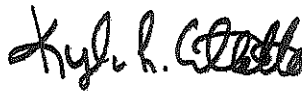
Sincerely,

Schutz Foss Architects, P.C.

By



Allen Rapacz, President



Kyle Gillette, Project Manager

Accept By: _____

Date: _____

Enc: YCO Scope Outline "Meeting on Detention Issues 11/21/23"

SCHEDULE OF HOURLY CHARGES BY PERSONNEL CLASSIFICATION
SCHUTZ FOSS ARCHITECTS, P.C

2023 Rates

Charging for Services on a Per Hour Basis is recommended when the Scope of the Assignment is not readily defined or is subject to change and is a convenience to the client. Per Hour Charges are scheduled by personnel classification as follows:

PROFESSIONAL SERVICES

ARCH I	\$ 200.00
ARCH II	\$ 130.00
PM I	\$ 190.00
DRAFTER I	\$ 80.00
ADMIN I	\$ 80.00

A day is defined as:

1. Eight (8) hours for work done in a permanent office. Actual hours worked will be billed for work performed in a permanent office and/or off-site as the project requires.
2. If overtime is necessary, rates are subject to overtime rate factor of 1.50 of above listed hourly rates.

In addition to the above listed hourly rates, expenses would be charged as follows:

1. Transportation: mileage per current IRS Business rate.
2. Reproduction work:

Expense	Each
B/W copies	0.10
Color copies	1.00
Specifications per page	.15
Plots 24 x 36	2.00
Large Format Plots	2.50

3. Travel and subsistence, at direct cost plus 10% for handling.
4. Other consultants, at direct cost plus 10% for handling.
5. All other expenses, at direct cost plus 10% for handling.

Charges are billable monthly and are to be paid within thirty (30) days after receipt of statement. Interest at the rate of 1% per month will be charged on past due accounts over sixty (60) days. At times when little work is performed, statements may be submitted less often to minimize bookkeeping.

Meeting on Detention Issues 11/21/23

We have sensitivity to two points. One is keeping the costs with Schutz Foss work under our statutory limits since we are not putting this out for proposal. In no way is this recognition that if we proceed further that the firm will or will not get a full architectural contract.

The second is timing. Time is of some essence. We need to establish a few points with work product before any next steps can be directed by the Board.

1. The proposal from the City.
 - a. Could it fit on our current property WITHOUT compromising our options for a large expansion, pending approval by the voters in 2024?
 - b. If so, how could it be connected to services? Estimated costs/challenges?
 - c. Can something be built affordably that will comply with Fed/State requirements, relating to security, etc.? Is it even a practical concept as proposed?
 - d. Could it (or something similar) be built with an eye to attach it to a larger, extended expansion, or is that simply not realistic?
 - e. What is a reasonable range of cost, as proposed – including connecting to services and meeting legal requirements? This is a big deal. We don't likely have the time or the budget to get an exact number. We need a reasonable estimate-much as Schutz Foss gave to Sheriff Linder and me back in 2016, when we were just looking at potential solutions after the failed levy of June in that year.
2. Concurrent to this review, we need some estimates for a major expansion. Again, within a reasonable range of cost since time is very much of the essence here.
 - a. Assuming medium to maximum security space and assuming we can build anything on that lot within a range of options – single story, two story, etc. we would like some "cost per cot" or other summary that would give us some idea of cost for a 200, 400 and 600 bed expansion.
 - b. At each of these levels we would need to know if one of them would trigger a need to expand water, sewer, etc. and if our laundry and kitchen space can accommodate the increases.
 - c. Is it possible to consider (on the longer end of expansion) some concept as to shell construction of space for future development vs. building it all out now? Is there a benefit to provide for future development of space, if the need arises down the road without expending the resources to fully develop and complete construction on beds not needed for another 10 years, for example?